



## **Classroom Recording Policy**

### **Purpose**

This policy sets forth university expectations regarding the recording (whether audio, video, or streaming) of class lectures, discussions, office hours, and other course-related activities. *This policy does not apply to the recording of class lectures or discussions done through the university's video content platform that centralizes video creation and sharing across all faculty, staff, and students or to the recording of class lectures for asynchronous online classes.* The university is committed to providing appropriate accommodations to students who require recorded lectures as an academic adjustment for documented disabilities. This policy strives to balance the intellectual property rights of faculty members and the privacy of individual students and faculty while fostering student learning, a safe classroom environment, and the mission and values of Saint Mary's University of Minnesota ("the university").

### **Policy Statement: Students**

Classroom lectures, discussions, laboratory, studio, and other course-related activities at the university may be recorded as an accommodation under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973. Students with disabilities who wish to record classroom activity must obtain permission from Access Services, which will determine whether classroom recording is an appropriate and reasonable accommodation given the individual student's disability. Access Services will notify the faculty member, and before recording any classroom activity, the student must sign a classroom recording agreement and file that agreement with Access Services. The agreement stipulates that such recordings may be used only for academic purposes of the student. The student may not share, replicate, or publish the recording, in whole or in part, or use the recording for any other purpose, without the written approval of the faculty member.

At the request of the faculty member, the student will delete or destroy any classroom recordings upon completion of the academic term for which the recordings were made.

The university prohibits any recording (audio or video) of lectures and other course-related activities without written permission of the faculty member, who has the sole discretion to determine whether or not to allow the recording. If the faculty member allows the recording, before recording any classroom activity, the student and the faculty member must sign a classroom recording agreement and file said agreement, either electronically or in hard copy, with the Director of Access Services. Even when permission to record is granted, the faculty member has the authority to request a recording stop at any time and may prohibit recordings of some or all of any class session that may contain discussion of personal or sensitive information.

#### **Policy Statement: Faculty**

Faculty members may record their class sessions but must notify students in advance of such action via email, on their syllabus, and/or verbally in class. Recordings should be kept until the end of the semester, after which the faculty member may delete the recordings or retain them for other pedagogical reasons.

Faculty are encouraged to remind students not to take photos, record or stream video or audio of the class, nor copy, reproduce, share, or distribute these materials in whole or in part except with the written permission of the faculty member and such other permissions as may be required by law or University policies.

#### **Policy Statement: Use of Recordings**

Recordings made by students under this policy are limited to the student's personal use related to the educational purposes of the class. Students are prohibited from sharing, distributing, or publishing classroom recordings.

Recordings made by faculty that include student participation may be shared with and used by students in the course only for their educational benefit. Said recordings should be stored via secure, university-authorized storage (e.g. Google Drive) and access must be limited to students enrolled in the course section. Recordings that include student participation should not be stored or shared via

public sites (e.g. YouTube, Facebook) or shared with anyone not enrolled in the course. Recordings made by a faculty member that include student participation may not be used, shown, or distributed to any other group unless all parties (faculty member, all students enrolled in the class, and the university) provide voluntary written consent.

Recordings made by faculty that do not include student participation are treated in the same manner as other course materials (intellectual property) owned by the faculty member per the Faculty Handbook.

### **Policy Statement: Violations**

Violations of this policy will subject the student to appropriate grade and non-grade sanctions. In the case of a violation of this policy, the faculty member should meet with the involved students to determine the facts of the case. The faculty member may impose appropriate grade sanctions. The faculty member may recommend non-grade sanctions to the Dean or Associate Dean. The Dean or Associate Dean will meet with the student to determine if the recommended non-grade sanctions are appropriate in light of the circumstances. The Dean or Associate Dean will communicate his/her decision on non-grade sanctions to the student. The student may appeal to the chief academic officer.

Violations of this policy may subject a faculty member to employee discipline per appropriate handbooks and university policies.